



Event Date \_\_\_\_\_ Suite \_\_\_\_\_

## Wild Rose Manor's Event Policy

Reservation dates and times are on a first come first served basis, provided there is a signed contract and a deposit of one half the rental fee. This deposit is non-refundable if event is cancelled or rescheduled. The remainder of the rental fee is due at least 30 days prior to your event.

1. Wild Rose Manor (WRM) requires a security deposit of \$200.00 to protect against property damage. Your party will be liable for any damages incurred by you, your guests, or entities hired on your behalf.
2. All functions must end at the designated time with cleanup immediately following your event. **Cleaning requirements:** All garbage must be bagged and placed in trashcans supplied and moved to the garage area. All decorations, tape, etc must be removed and area left in the same condition as before your event. Keep smoking to a designated area and butts in receptacles provided.
3. WRM has tables and chairs for 100 people; you may bring in any additional rental items. (Linens, canopies or dance floor, etc.) Trash receptacles and portable restrooms are furnished.
4. It is your responsibility to maintain the sound levels as not to disturb our neighbors and the music turned off by 10:00p.m. sharp.
5. WRM reserves the right to use any audio or visual reproductions for promotional purposes.
6. No plastic or silk flower petals for walkway or table tops, WRM will provide fresh if you wish. Please no plastic runners, fabric ones are fine, and please no matchbooks as souvenirs.

**Disclaimer Clause:** The user shall abide by all applicable Idaho laws regarding permits, licenses and liability insurance coverage requirements pertaining to the dispensing of alcohol on the premises. You must either buy alcohol through a licensed caterer or assign a homeowners policy for the day. You must supply WRM with proof of such assignment.

We have reserved the Wild Rose Manor for \_\_\_\_\_, 2011. Our event will be during the hours of \_\_\_\_\_

We are expecting approximately \_\_\_\_\_ people to attend.

Cost of this event is \$1500.00, 6 % Tax \$90.00 Security \$200.00 Total \$1790.00

Gazebo area  Western area  Other \_\_\_\_\_

How did you hear of Wild Rose Manor? \_\_\_\_\_

IN REQUESTING THE USE OF THE WILD ROSE MANOR, YOU AGREE TO ASSUME FULL FINANCIAL AND/OR PERSONAL LIABILITY AND RESPONSIBILITY FOR ANY DAMAGE TO OR LOSS OF OBJECTS OR PROPERTY BELONGING TO THE WILD ROSE MANOR. NO EMPLOYEE OR REPRESENTATIVE OF THE WILD ROSE MANOR SHALL HAVE ANY PERSONAL LIABILITY OR RESPONSIBILITY HEREUNDER. THE UNDERSIGNED AGREES TO HOLD HARMLESS THE WILD ROSE MANOR FROM ALL LOSS, INJURY, LIABILITY AND CLAIMS OF INJURY OF PERSONS OR THEIR PROPERTY ARISING OUT OF THE USE OF THIS FACILITY.

I, THE UNDERSIGNED, ACKNOWLEDGE THAT THIS CONTRACT HAS BEEN READ AND UNDERSTOOD AND THAT ALL TERMS AND CONDITIONS SHALL BE COMPLIED WITH.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CATERING MUST USE CHAFFING DISHES AS HEAT SOURCE (NOT ROASTER OVENS)

12 5' round tables 90" (15" overhang) or 120" to the ground

4 6' banquet tables 60" x 120"

4 32" x 32" each take a 54" square tablecloth

Edited 2011-01-31